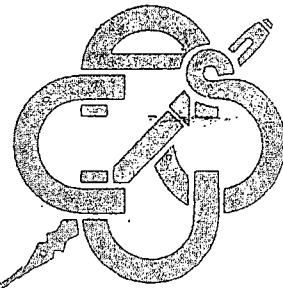


**Concordia
University
Students'
Association inc**

**Association des
Etudiants et Etudiantes
de l'Université
Concordia inc**



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CONCORDIA UNIVERSITY STUDENTS' ASSOCIATION

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
HELD ON WEDNESDAY, AUGUST 14, 1991 AT 6:30 P.M.
IN H-773, SIR GEORGE WILLIAMS CAMPUS**

Documents Considered:

1991-92 Cusa Budget

1. CALL TO ORDER

Chairperson, Joe Serruya, called this meeting to order at 6:55 p.m. and informed everyone that this meeting is focused on the budget. He also said that this meeting would proceed informally until quorum is achieved.

2. ROLL CALL

PRESENT

CO-PRESIDENTS

Eleanor Brown
Charlene Nero

ARTS AND SCIENCE

Jennifer Dang-Tran (7:20 pm)
Sophie Desjardins
Hernani Farias
Michael Spowart
Phil Toone (7:50 pm)

COMMERCE

Jimmy Elenakis
Jennifer Kalman (7:40 pm)
Nick Kaminaris
Marc Tisseur

Wednesday, August 14, 6:30 P.M.

ABSENT

Arts and Science: Kathy Fretz, Christine Legault, Heidi Modro (w/r), Victoria Rodriguez, Jamie Ross (w/r),
Etoile Stewart (w/r), Esther Vise (w/r)
Commerce: Robin Chabot, Thomas Dowd (w/r), Esmeralda Florio, Kerry Schacter (w/r)
Fine Arts: Cathy Balsitis, Kellie Coppin (w/r)
Engineering: Kieran Hackett, Frank Pathyl (w/r), Dave Pichmann

3. APPROVAL OF AGENDA

BE IT RESOLVED THAT the Agenda of the Special Meeting of the Board of Directors Be Approved.

Moved by: H. Nero
Seconded by: H. Farias

VOTE ON MOTION

UNANIMOUS

4.0 1991-92 Budget

BE IT RESOLVED THAT the 1991-92 Cusa Budget Be Approved.

Moved by: C. Nero
Seconded by: H. Farias

C. Nero said that she would be reviewing the budget line by line, doing a brief explanation of each item, followed by questions directed to the members of the Finance Committee.

C. Nero said that the Revenue Items are basically straight forward and that after contacting the Registrars Office it appears that the registration levels are basically at the same level as they were last year. She also said that \$520,000 is a conservative estimate that Cusa will be receiving this year. Charlene added that Rental Revenue is basically space that Travel Cuts occupies.

C. Nero said that Print Sales refers to reserving space and doing some organizational work for the Imaginus Poster Sale which takes place once or twice a year.

C. Nero explained that in 1990-91 \$7,500 was budgeted for ECA Fees and that Cusa has yet to receive this amount. She also said that Cusa budgetted for the same amount this year. Charlene added that D. Porter has been negotiating with CASA for a contract whereby Cusa will be receiving \$33,000 in fees.

C. Nero said that in regards to Non-discretionary Fees, a conservative approach was taken whereby there is a decrease

in legal fees as well as a change in the Elections budget. She also said that the \$11,235 allocated for the elections is a conservative budget which doesn't account for club elections. Charlene explained that the largest expenses in this category are due to polling clerk salaries and advertising. She also said that by using shared advertising space with Cusa Today and a number of other advertising supplements, which Cusa takes out, the advertising expense could be reduced substantially. Charlene said that the polling clerk expense was reduced by budgeting to have only one clerk at stations where there is not much traffic and two clerks during peak hours.

N. Kaminaris asked to know what the hourly wage for the polling clerks is set at. C. Nero replied that it is set at the minimum Cusa wage, which is \$5.75/hr. N. Kaminaris asked to know what the CRO's honorarium is set at. C. Nero replied that last year \$1,560 was allocated for the CRO and \$175 for a DRO. She also said that approximately \$500 was allocated to the CRO to administer the club elections.

H. Farias asked if concern is felt that one polling clerk at a station may alter certain results. C. Nero replied that if someone wishes to jeopardize the results that there are more likely methods of doing so than through the polling stations. She also said that last year, \$5,523.70 was spent on polling clerk salaries and that a reduction has been forecast for this year to \$3,500. H. Farias suggested closing down a booth at a low traffic area rather than cutting the two clerks from the stations. C. Nero replied that this change would not necessarily keep the results clean either. M. Spowart said that two clerks are needed at each station and that if hiring occurs properly through the appropriate channels then the likelihood of the CRO performing the hiring will be minimized and elections will run smoothly.

M. Tisseur asked to know whether the budget for the elections takes into account any by-elections. C. Nero replied that this budget allows for one by-election, one General election and one General Assembly.

D. Porter said that one of the issues that was raised at the Finance Committee meetings was that individuals voting would have to sign their names on the list itself. H. Farias replied that if extra funds are needed to ensure that elections are run smoothly then it would be wise to reconsider this issue.

C. Nero said that other universities do not have two poll clerks for their elections and that the purpose of the second poll clerk is not to ensure security.

N. Kaminaris suggested that the CRO's salary be reduced and that the extra funds be allocated to having two clerks at each station or to close down some booths that have only one clerk.

E. Brown said that security can be arranged for free by allowing the candidates to have scrutineers at polling booths.

M. Tisseur asked for a complete breakdown of the elections budget. C. Nero replied that there are two stations at the Hall building, one at the Norris building, one at the V.A. building and that at Loyola there is one booth at the Bryan building, one at the AD building, one at Hingston Hall and one at the Campus Centre. She also said that the polling station at the Guadagni Lounge was cut at the last election. Charlene also said that the problem with cutting back stations is that part time students do not get a chance to frequent the different buildings. M. Tisseur asked to know which stations have been scheduled to have two clerks per station. C. Nero replied that two clerks have been budgetted for the cafeteria at the Hall building, two at the lobby of the Hall building, just one at the Norris, one at the V.A. building, one at Hingston Hall and one at the Bryan building.

C. Nero said that the elections run for three days, twelve hours a day at \$5.75/hr. H. Farias said that most candidates can't find scrutineers for 36 hours to sit at a poll, or nine people for all stations. M. Spowart agreed with H. Farias.

C. Nero said that if the Board wishes to add \$2,000 to the elections budget then it is fine with her. M. Tisseur informed the Board that by having the four extra polling clerks for the three days, it comes out to an extra \$830. N. Kaminaris suggested allocating \$830 out of the CRO's salary to the salaries of the polling clerks. C. Nero said that cuts were already made and that the only way around this category is to add \$1,000 to the elections.

MOTION TO AMEND

BE IT RESOLVED THAT the budget for the elections be increased by \$1,000 and that the appropriate increase be allocated towards the salaries of the polling clerks, and;

BE IT FURTHER RESOLVED THAT the bottom surplus be reduced by \$1,000.

Moved by: H. Farias

Seconded by: N. Kaminaris

VOTE ON MOTION TO AMEND

6/1/2

CARRIED

C. Nero said that in regards to administrative expenses, a decrease is being forecast of 2.5%. She also said that the Office Expenditures are the day to day operations of the office and that there were unnecessary expenses last year which have been eliminated this year and the same applies for the computer operations.

C. Nero said that Interview and Media expenses is straight forward whereby interviews take place with suppliers and Marriots. She also said that the Internal Transfer Category is money which comes back to Cusa.

C. Nero said that Cusa is foreseeing savings on postage due to purchasing stamps from the post office and that Cusa might actually make a small profit. She also said that Cusa is forecasting losing two student ID cards this year.

N. Kaminaris asked to know what the Employee Health Plan is. C. Nero replied a Health Plan exists for full time employees and that the cost of the Health Plan is based on the salary of the employee. She also said that it covers the employees of Cusaprint, the Comptroller, the Housing director and the Administrator.

C. Nero said that under administration salaries, the \$48,000 figure was a conservative estimate due to an increase in salaries of 43.86% of all full time employees halfway through last year. Charlene added that a projection of salaries over a full year at the rate people were being paid, would have yielded an administrative salary figure of \$52,000. She also said that the \$48,000 represents an anticipated cut in administrative salaries of \$4,000.

N. Kaminaris asked to know whom this category refers to and if it takes into account the salaries of the receptionists. C. Nero replied that this category refers to administrative salary, the Comptroller and the Housing co-

ordinator. N. Kaminaris asked to know if the salary that was allocated to the Executive Administrator will be allocated to the Administrative Assistant. C. Nero replied that a substantial decrease is being forecast of approximately \$10,000 that was budgetted for.

N. Kaminaris asked to know whether an adjustment was made in this category, since the salary of the Executive Administrator fell within these boundaries. C. Nero replied that at the last meeting it was known that the Executive Administrator's salary was eliminated but it was not known which salary would be replacing it. She also said that this category takes into consideration an administrative salary and that Personnel Committee had not met to arrive upon a salary for the Administrative Assistant, since this individual has taken over the Executive Administrator's duties. She also said that Personnel committee had only reached an interim decision and that this \$48,000 will in fact be further reduced with the arrival of a new Comptroller as well.

D. Porter said that a couple of changes have affected the number of various points, such as changes in the Executive Administrator, changes in the hours the assistant would be working and combining the categories together and that there is room for a surplus with a new Comptroller now.

C. Nero said that the next item is Office Supplies and asked the secretary if she could step aside for a moment to elaborate on the changes of office supplies and suppliers which allow CUSA to incur substantial savings. H. Danakas said that an extensive analysis of suppliers was undertaken and that the project has been very successful. She also said that Cusa is looking at incurring a savings of approximately \$1,000 which takes into account stationary with the exception of typing supplies and paper orders.

C. Nero said that in regards to the Office Photocopier the leased-owned agreement has been terminated and that this year Cusa is faced only with maintenance costs.

C. Nero said that under Executive and Board the Finance Committee budgetted for basically the same amounts as last year and that the Board of Directors expenses covers photocopying for Board meetings, the various costs incurred in holding the meetings and the honorarium for the Chairperson.

C. Nero said that the increase in executive stipend is due to a cost of living increase of 5.5% and that in addition to that some V.P.'s last year had resigned, some positions were never filled and that no V.P.'s worked over the summer, whereas this year there has been nearly a full complement of all V.P.'s working all summer. C. Nero said that the summer stipend for the V.P.'s was \$1,000 except for the V.P. Advocate Services which was \$500. She also said that for the school year the executives are now receiving \$2,625 as opposed to \$2,500 last year and that the Co-Presidents' stipend for the school year is now \$5,800 as opposed to \$5,500 last year.

C. Nero said that the Executive Salaries is the salary allocated to the Co-Presidents over the summer. N. Kaminaris asked for clarification between salaries and stipends. C. Nero replied that salaries refer to the Co-Presidents receiving a paycheck over the summer due to working full time.

C. Nero said that the Judicial Board expense is the same as last year and that the Orientation and Priorities Conference became a general item whereby \$200 has been budgetted for special events like General Assemblies,

\$500 for a Staff Party and Staff/Lunch Meetings budgetted at \$200.

N. Kaminaris said that in regards to the Executive Stipends, Cusa is setting a precedent whereby in 10 years the salaries will consume the majority of the budget and asked to know if the executive is looking at something to combat this factor. C. Nero suggested that the Board seek to obtain an increase in fees and seek to obtain a more equitable distribution of fees from the students associations which have pulled out of Cusa. N. Kaminaris said that honorariums are not salaries and should be seen as a token of appreciation for work performed. C. Nero replied that the executives are putting in approximately twenty hours a week, which is time taken away from holding down a part time job. N. Kaminaris suggested that perhaps it is time that Cusa look into a system of paying executives a salary and that a committee be set to see if there is a more equitable way of making this work. The Chair pointed out that the last time the executive obtained a raise was three years ago. M. Tisseur agreed with N. Kaminaris and suggested that a precedent be set for next year. The Chair pointed out that this cannot be done.

P. Toone said that the money that the executives receive is not enough to cover the amount of work they perform since they are expected to generate ideas, attend conferences and to lead the student body.

H. Farias said that the executives are all putting in a lot of work and are more open to the Board this year and that they should be compensated for it.

C. Nero said that in regards to Additions and Renovations a variety of expenses are incurred, basically non-structural changes and non-capital additions. She also said that the Housing/Job Bank Renovation entails moving the Job Bank from Loyola to the Hall building and involves purchasing a hardrive for the Job Bank computer.

C. Nero said that the Cusacopy expense of \$9,000 entails installing a cardsystem on the photocopier machine which would permit Cusa to increase the cost of photocopies by increments less that a nickel. D. Porter also added that it allows students to purchase cards with \$5-10 without having to worry about change. C. Nero said that Cusa has been losing money on the photocopiers due to a poor leasing agreement.

N. Kaminaris asked to know how many photocopiers Cusa is talking about. D. Porter replied that it entails five machines, or \$500 for each machine as well as the coding for the office machine, the cards, etc.

C. Nero said that \$15,000 has been budgetted for the Cusaprint renovations as opposed to \$4,000 last year. D. Porter said that \$2,000 has been allocated to replace rollers and the major change is due to the addition of a typesetting shop which has high potential for profit. He also said that a \$5,000 allowance is for initial promotions and small structural changes. C. Nero added that by setting up a typesetting shop all the clubs and associations that currently go outside to get material designed and typeset will be able to have it done at Cusaprint.

H. Farias said that the last time that Cusaprint got money was in 1988.

M. Spowart asked to know if there would be enough space to operate the typesetting job. D. Porter said that there shouldn't be a problem with space once structural changes take place.

(Time: 8:25 pm)

C. Nero said that the only significant changes in the Operations budget involve moving the reception room at Loyola at the opposite end of where it currently is and that from the point of view of the receptionists it gives the Cusa Office direct access from the library entrance. She also said that the additional \$6,500 would be allocated towards the salaries of Cusa receptionists and Cusacorp would no longer be financing half their salaries.

C. Nero said that the User's Manual cost \$250 to produce and an advertising budget for \$1,000 for positions vacant has been set aside. She also said that the Status of Women's Researcher is a position that has existed in the past for two Cusa researchers to work in the office of the Status of Women and that there was dissatisfaction with the way this project was handled last year. Charlene added that both individuals were performing secretarial duties rather than fulfilling their portfolio of working on specific projects and one of them was laid off. She also said that this year, Cusa is calling for submissions on projects and will then hire two or three individuals to work on them and that by using the Work Study Programme Cusa will be able to fund 40% more projects.

C. Nero said that a slight increase is being forecast for the Housing budget due to an expansion of the service. She also said that CCSL funded the creation of a Housing Handbook and that the Co-ordinator will continue to do updates in future years on this handbook. Charlene further added that the cost for printing the handbook was approximately \$18,000.

C. Nero said that the Job Bank is approximately at the same level as last year and that the cost of the typing room will decrease.

C. Nero said that an Orientation budget of \$25,000 was set aside and that a substantial savings in Programming is being forecast due to scheduling a series of smaller scale events that are highly successful and don't incur high costs. She also said that under the External budget the ANEEQ Fees fall into this category as well as different conferences, ANEEQ Meetings, CFS and student conferences.

M. Spowart asked to know when CUSA has to pay the ANEEQ Fees. C. Nero replied that they could be delayed until later on in the year.

C. Nero said that in regards to the Communications budget, Cusa Today will be a series of full page ads in the Link and the Concordian on a monthly basis which will publicize club events, Cusa events, Board of Directors meetings, etc. and general issues. She also that the Election ads will be inserted in issues of Cusa Today, thereby saving on advertising funds.

C. Nero said that the Cusaline informs students of upcoming events, the office hours and an outline of the affairs of the association. She also said that the Resource Centre is well used and doesn't require spending \$700. Charlene further added that the total publicity campaign for the Communications VP is \$500. C. Nero said that she doesn't have a final price for the handbook and that it will be available to students one week from today. She also welcomed volunteers to stuff the handbooks with inserts. Charlene said that in regards to advertising in the handbook, \$40,000 in ads were sold and that the actual cost of the handbook now stands at \$35,100.

C. Nero said that a slight decrease in funding has been budgetted for Academic Groups primarily due to the Fine Arts

groups. She also said that for Non-Academic groups, the total spent last year was \$39,000 and that \$43,000 has been budgetted for this year. She also said that the reason for the increase is due to the ratification of four new clubs and that there are five new groups awaiting ratification as well. Charlene further added that last year \$43,483 was budgetted for Non-Academic groups and that there is a small cutback this year.

C. Nero said that this year the Finance Committee has avoided increasing the budgets of Non-Academic groups, unless they have very well-articulated project in mind. She also said that if these groups are planning Orientation events, these events are being treated as such and that the Orientation Co-Ordinator is giving out small amounts for Wine and Cheeses.

M. Tisseur asked if the Harvard UN Model is a self-funded group. C. Nero replied that they are not a club or association but a project of the Political Science Association and the Debating Society. She also said that they create revenue.

C. Nero said that J. Ross, a former CIRL member, approached the Finance Committee with a proposal for the Media Groups. She also said that this proposal creates a division of the Media groups funds which implies that the funds allocated for the Media groups be divided equally among the three groups, CIRL, CRSG AND CUTV. Charlene further added that the committee felt that this proposal was an equitable practice and that the total Media Group Budget was divided into four. She also said that each group received a quarter and that the last quarter was set aside as the Capital Additions and Renovations. Charlene said that this year it was CRSG's turn to receive this bonus.

C. Nero said that \$6,500 was allocated to CUTV, \$6,500 plus the capital budget was allocated to CRSG and CIRL received \$6,500. She also said that in accordance with this proposal, CUTV will receive the capital budget next year.

C. Nero said that CUSA does not anticipate having any bad debt expense this year and that with the amendment passed the total expenses stands at \$570, 726 with a surplus of \$18,274. She also said that Non-Discretionary now stands at \$38,947, as a result of a change in the elections budget.

N. Kaminaris asked if Cusacorp anticipates budgeting for a surplus or a loss, and if so, why this wasn't done this year. C. Nero replied that Cusacorp draws its own budget and then reports to Cusa the scenario they have forecast. She also said that the Cusacorp Board feels that the absolute worst case scenario this year stands approximately at a \$10,000 loss.

M. Spowart asked to know if the Board votes in favor of the budget whether this will create a barrier when negotiating with CASA and ECA to obtain more funds from them. H. Farias replied that by passing this budget, the only constraints set are within expenditures.

N. Kaminaris suggested that the budget be brought back to this Board for review at the half year mark, for any changes incurred.

BE IT RESOLVED THAT THE Budget be approved as amended.

Moved by: C. Nero
Seconded by: M. Tisseur

VOTE ON MOTION 9/1/1 CARRIED

MOTION TO AMEND

BE IT RESOLVED THAT THE 1991-92 CUSA Budget be Approved, and;

BE IT FURTHER RESOLVED THAT this Budget be brought back to a Board of Directors Meeting in November for review.

Moved by: N. Kaminaris
Seconded by: M. Tisseur

VOTE ON MOTION 10/1/0 CARRIED

5. ADJOURNMENT

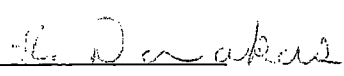
MOTION TO ADJOURN

Moved by: N. Kaminaris
Seconded by: H. Farias

VOTE ON MOTION UNANIMOUS

This meeting was adjourned at 9:05 p.m.

J. Serruya, Chairperson


H. Danakas, Secretary